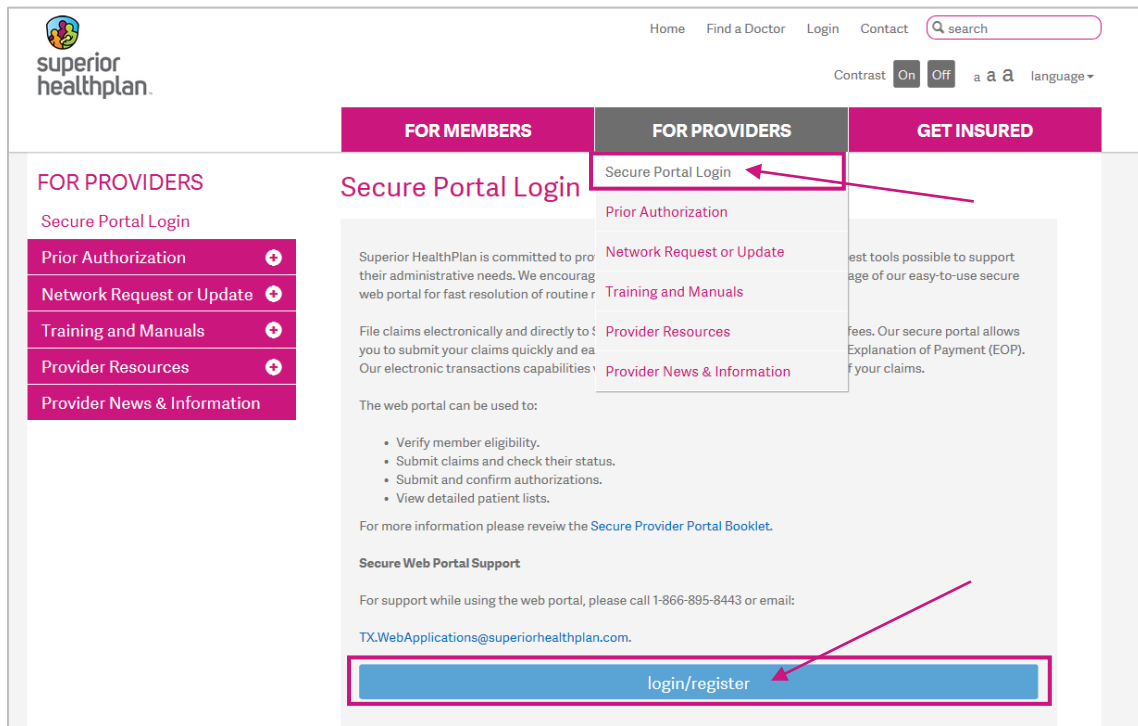


Cost Sharing Quick Reference Guide

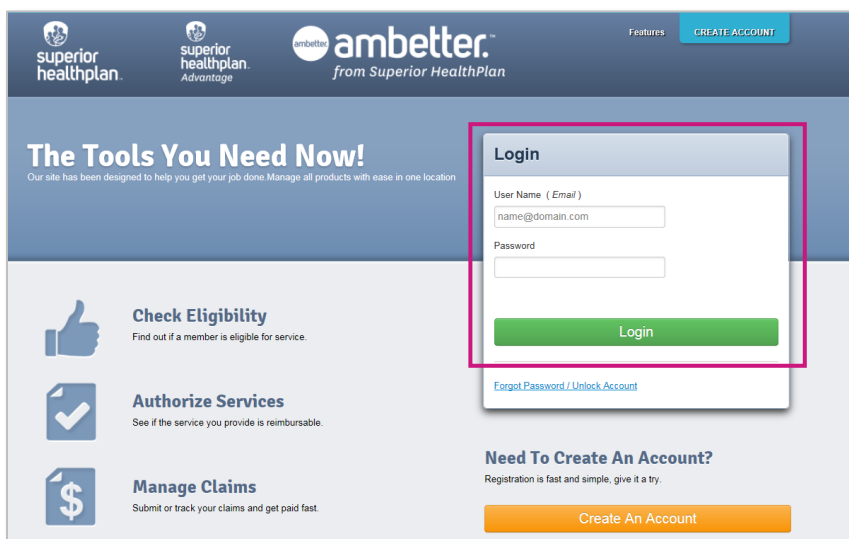


Cost Sharing data allows Nursing Facility (NF) providers to see what Resource Utilization Group (RUG) level is assigned to the member, the member's applied income for various date spans, as well as the number of days that have been paid for a given month. This lets the NF biller know if claims need to be resubmitted due to RUG changes that span across previously billed dates of service, or if claims processed prior to any RUG or applied income changes will be adjusted.

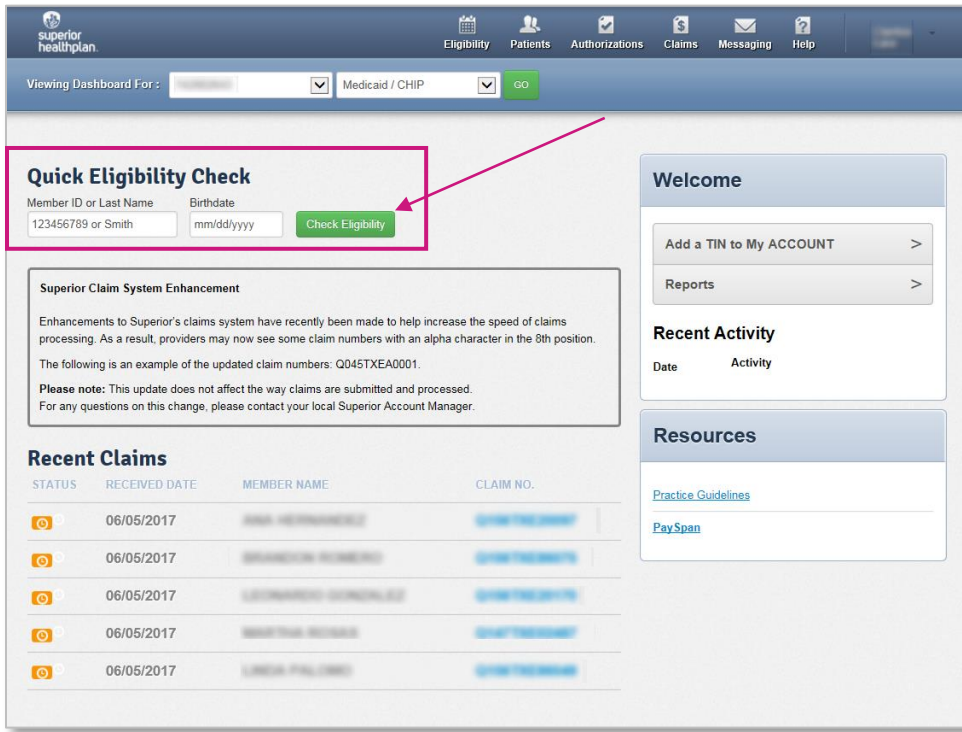
1. From the Superior website, hover over the **FOR PROVIDERS** tab at the top of the page and select **Secure Portal Login** in the drop down menu.
2. At the bottom of the page, select the blue **login/register** button.



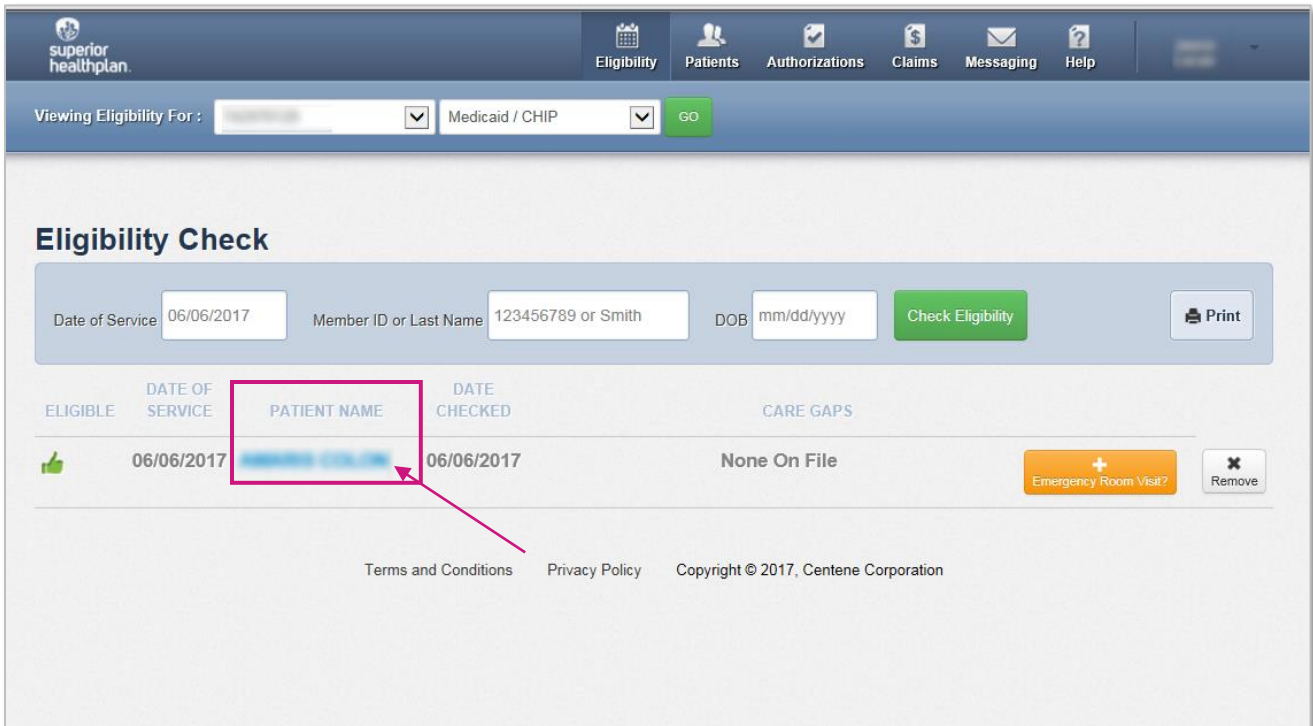
3. Once the following page loads, log into the Secure Provider Portal with your **User Name (Email)** and **Password**.



- Under the **Quick Eligibility Check** section, input the **Member ID** or **Last Name** and the member's **Birthdate** and click the green **Check Eligibility** button to start the search.



- As the results load, click on the patient's name.



6. The patient's record will load with a list of options on the left side of the page. Select the **Cost Sharing** tab to view the **Cost Sharing Summary** including **Income/Co-Payment (Applied Income)** and **Monthly Units**.

The screenshot shows the patient record for Andrea Almendarez. The left sidebar contains a list of tabs: Overview, Cost Sharing (highlighted with a red box and arrow), Assessments, Care Plan, Authorizations, Referrals, Coordination of Benefits, and Claims. The main content area displays the following information:

| | |
|-------------------|-----------------------------------------------------------------|
| Office Amount | \$20.00 |
| ER Amount | \$75.00 |
| In-Patient Amount | \$75.00 |
| Generic RX Amount | \$10.00 |
| Brand RX Amount | \$35.00 |
| %FPL | 151%-185% of Federal Poverty Level (defines premium rate level) |

7. If the patient selected does not have any NF information listed in their record, the provider will see the screen shown below.

The screenshot shows the patient record for Joshua Alvarado. The left sidebar contains a list of tabs: Overview, Cost Sharing (highlighted with a red box), Assessments, Care Plan, Authorizations, Referrals, Coordination of Benefits, and Claims. The main content area displays the following text:

This member has no co-pay